



FACILITY RENTALS

RICHARD L. ROOT - KENTWOOD BRANCH LIBRARY COMMUNITY ROOM

4950 BRETON RD SE, KENTWOOD, MI 49508

COMMUNITY ROOM

**Capacity: 100 Banquet Seating
150 Theater Seating**

Per Hour: \$100 resident | \$115 non-resident

Deposit: \$175 refundable security deposit

Includes use of non-cooking kitchen

**For Profit add \$20 per hour (admission or attendance fee charged)*



WITH OUTDOOR AMPHITHEATRE

Per Hour: \$135 resident | \$165 non-resident

Deposit: \$175 refundable security deposit



ADDITIONAL AMENITIES AVAILABLE

Alcohol Permit:	\$50
Microphone/Audio System	\$75

RESERVATIONS

- Two hour minimum
- Time must include set-up, break-down, & clean up
- No more than 12 months in advance
- Due at reservation:
 - 25% down plus refundable security deposit (see above)
 - Balance is due two weeks prior to the rental date

Rental includes a site supervisor. Events over 130 people, add \$15 per hour (additional site supervisor required).

**For-Profit add \$20 per hour for events that charge an admission or attendance fee.*



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CANCELLATION/CHANGES

- 1-30 Days: No refunds, no changes.
- 30 + Days: Full refund minus \$25 administration fee.

PAYMENT METHODS



POLICIES & PROCEDURES

- Renters are responsible for their own set-up and break-down of tables and chairs within the time of the rental.
- The site supervisor on duty will complete a facility check list after the event to make any notes regarding policy compliance.
- The person who made the reservation must be on site for the entire rental and is responsible for the attendees.
- No admission or attendance fee may be charged prior to or at the event unless the additional **For-Profit** fee of \$20 per hour has been paid in advance.
- The kitchen is a non-cooking kitchen and is strictly for preparing and serving pre-made food.
- NO red colored beverages. NO glitter. NO party confetti.
- NO open flames or candles. Battery powered candles and catering buffet sterno are allowed.
- Decorations may not be taped, hung or adhered to any walls, ceilings or doors.
- Painters tape must be used for anything adhered to the tables. NO masking tape or duct tape.
- The renter is responsible for all clean-up, vacuuming, mopping and trash removal to the designated dumpster.
- The room must be left in the condition that it was found in.
- **Alcoholic beverages are not allowed in any City of Kentwood building unless an alcohol permit is acquired (\$50) and a licensed bartender is used. Permit available at the Parks and Recreation Department.**
- The blue tooth audio system and microphones are available for rent (\$75). Includes the use of the wall screens on the stage. Must bring your own blue tooth ready audio devices (LCD, laptop, etc.) and all adaptable cords.
- The \$175 security deposit will be returned in full within 2 weeks after the rental date if all policies are followed.
- We reserve the right to deny the refund of the security deposit or refuse future rentals if policies, procedures, time limits and requirements are not followed.
- Additional costs will be incurred for maintenance, excess trash removal, property loss or damage.

CONTACT INFORMATION

To reserve the Library Community Room/
Outdoor Amphitheatre, please call or visit:

Kentwood Parks & Recreation Department
355 48th St SE
Kentwood MI 49548
(616) 656-5270
www.kentwood.us/parks

GO ONLINE

Visit www.kentwood.us/facilityrentals

- Scroll down and click on “Rooms” to sort by indoor facilities available for rent. Click “Read More” to view details.
- Check room availability online. Click on the “Check Room Availability” button to view the calendar.
- Request a date by clicking on an available date and adding the time block you wish to rent to your shopping cart.
- Online requests will be reviewed and approved on a first come first serve basis.